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Case File: DD/P  
Rec mgt - 4-4

DRAFT  
2 December 1959

Notes re Report to DCI on Disposing of Useless Records

1. The Clandestine Services are fully aware of the problem of records management and DD/P has established a CS Records Committee composed of senior officers to guide the use and disposition of records in the Clandestine Services. The Committee has inaugurated a number of reforms resulting in reduction of paper volume and is actively considering the problem of further reduction in the volume of existing file holdings in the CS. Between 1 July and 30 November 1959 the RID of the CS destroyed 449 cubic feet of obsolete files. An even larger footage of marginal and useless documents were destroyed prior to filing, a practice that is emphasized in the CS as a practical facet of good records management.
2. Records Control Schedules have been prepared for the FI Staff and several branches of area divisions. On the basis of experience with such schedules, the CS Records Committee will determine whether other schedules need be prepared for each individual element of the CS. A number of alternative solutions are also being considered.
3. The responsibility for processing and physical handling of the retired CS files at the Records Center has been transferred from the RID of the CS to the Agency Records Management Staff. This will achieve uniformity in the handling of retired documents at the Records Center.

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